

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

BEHAVIORAL HEALTH CONTRACT ADVISOR

Role Title: Program Administration Specialist II

Position # 00253

Pay Band 5, Level II - Hiring Range: \$42,614 - \$70,000

Closing Date: October 7, 2017

The Behavioral Health Unit within the Integrated Care and Behavioral Health Division seeks a highly motivated professional who will provide subject matter expertise and consultation for all Medicaid funded behavioral health programs and functions for services covered by the Department of Medical Assistance Services (DMAS). The incumbent is responsible for overseeing and monitoring the DMAS Behavioral Health Services Administrator (BHSA) contract and all behavioral health activities across all integrated care products. Qualified candidates must have experience assessing, coordinating, and monitoring behavioral health care programs and/or activities, and must have comprehensive knowledge of the behavioral health and social needs of children, people with disabilities and others with special health care needs. This position requires ability to interpret and apply state, federal, and DMAS policy and assists with policy research in behavioral health related topics and issues, assuring compliance with federal and state regulations, Virginia Medicaid policies, and other related policies. Must have demonstrated ability to analyze data and resolve problems, research and identify changes in program requirements and policies. Must have proven ability to evaluate data, make decisions and report on outcomes. Requires demonstrated ability to organize and prioritize work assignments and work independently. Must have proven ability to communicate effectively with stakeholders and members, including providing presentations and writing comprehensive reports. Must be proficient using computer, spreadsheet applications, statistical reporting and automated databases. Bachelor's degree in behavioral health, human services, nursing or related field preferred; Master's degree strongly preferred. Extensive equivalent experience in health care contracting or in a health care insurance setting may substitute.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA